

WARREN COUNTY SHERIFF'S OFFICE

Mark A. Butler, Sheriff
200 Skyline Vista Drive, Front Royal, VA 22630
Main Phone: 540-635-4128 – Records: 540-635-2074

THIS OFFICE WILL RESPOND TO YOUR REQUEST WITHIN 5 BUSINESS DAYS OF RECEIPT – REPORTS ARE NOT RELEASED AT THE TIME OF THE REQUEST

REQUEST FOR INFORMATION/VIRGINIA FREEDOM OF INFORMATION REQUESTS

Name of Requestor: _____

Address of Requestor: _____

Phone No. of Requestor: _____ Email of Requestor: _____

How would you like to receive the information: Mailed Faxed Picked Up Emailed

Date/Time of Incident: _____ Responding Officer: _____

Location of Incident: _____

Type of Incident: _____

Information that is being requested (please be specific): _____

Date of Request: _____ Date Received by Sheriff's Office: _____

WCSO Employee Receiving/Accepting Request: _____

Date Received by Records Personnel: _____ Rec'd By: _____

RELEASE OF INFORMATION AND FEE SCHEDULE ON REVERSE SIDE

Costs for Report Requests as outlined in the Warren County Sheriff's Office Manual:

Documents

- (1) 1 to 5 sheets: Cost \$0.25 per sheet
- (2) 6 plus sheets: Cost \$0.25 per sheet - plus the hourly wage of the employee
- (3) Insurance Report: Cost \$5.00 per report

NOTE: VICTIMS OF CRIMES AND/OR COMPLAINANTS (PERSON WHO REPORTED THE CRIME) WILL NOT BE CHARGED A FEE FOR THE VFOIA REPORT OR INSURANCE REPORT. PROPER IDENTIFICATION MAY BE REQUIRED BEFORE THE REPORT IS RELEASED.

Electronic Data/Storage

- (1) Hard Copy: Cost \$0.25 per sheet - plus the hourly wage of the employee
- (2) Data Copy: Cost \$1.00 per disk – plus the hourly wage of the employee
- (3) Media Recordings: Cost \$25.00 per tape (tape(s) to be provided by requestor) – plus the hourly wage of the employee

Type of Information Released: _____

Date Released: _____ Time Released: _____

Released By: _____

Released To: _____

How Released: _____ Fee Charged? _____ Fee Rec'd? _____

Notes: _____

Rights & Responsibilities:

The Rights of Requesters and the Responsibilities of Warren County Sheriff's Office under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located in § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

- You have the right to request to inspect **or** receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for records from Warren County Sheriff's Office

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
 - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of Warren County Sheriff's Office, nor does it require Warren County Sheriff's Office to create a record that does not exist.
- You may choose to receive electronic records in any format used by Warren County Sheriff's Office in the regular course of business.
 - For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from Warren County Sheriff's Office, you may direct your request to Major Driskill. He can be reached at: 200 Skyline Vista Drive, Front Royal, VA 22630, (office) - (540) 635-4128, (fax) – (540) 636-4950 or e-mail at jdriskill@warrencountysheriff.org. You may also contact him with questions you have concerning requesting records from Warren County Sheriff's Office. In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov, or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.

Warren County Sheriff's Office Responsibilities in Responding to Your Request

- Warren County Sheriff's Office must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from Warren County Sheriff's Office is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow Warren County Sheriff's Office to require you to provide your name and legal address.
- FOIA requires that Warren County Sheriff's Office make one of the following responses to your request within the five-day time period:
 - 1) We provide you with the records that you have requested in their entirety.
 - 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
 - 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 - 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
 - 5) If it is practically impossible for Warren County Sheriff's Office to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.

- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia.
- You may have to pay for the records that you request from Warren County Sheriff's Office. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, Warren County Sheriff's Office may require payment of the past-due bill before it will respond to your new FOIA request.

Types of records

The following is an example of the types of records held by Warren County Sheriff's Office:

- Reportable Incident Reports
- Criminal Incident Information
- Traffic Summons and Arrest Reports [Adult Only]

If you are unsure whether Warren County Sheriff's Office has the record(s) you seek, please contact Major Driskill, at **200 Skyline Vista Drive, Front Royal, VA 22630, (office) - (540) 635-4128, (fax) – (540) 636-4950 or e-mail at jdriskill@warrencountysheriff.org.**

Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. Warren County Sheriff's Office commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Pursuant to the Code of Virginia § 2.1-342.2 D. the identity of any victim, witness or undercover deputy, or investigative techniques or procedures need not but may be disclosed unless disclosure is prohibited or restricted under Code of Virginia § 19.2-11.2

Policy regarding the use of exemptions

- The general policy of Warren County Sheriff's Office is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of Warren County Sheriff's Office.
- The general policy of Warren County Sheriff's Office is to invoke the complaints, memoranda, correspondence and evidence relating to a criminal investigation or prosecution, other than the basic facts described as criminal incident information, are excluded from the disclosure requirements of the VFOIA.

Additional exemptions may apply contact the **Warren County Sheriff's Office at 200 Skyline Vista Drive, Front Royal, VA 22630, (office) - (540) 635-4128, (fax) – (540) 636-4950 or e-mail at jdriskill@warrencountysheriff.org**. You may contact the **Freedom of Information Advisory Council at foiacouncil@dls.virginia.gov, or by phone at (804) 225-3056 or [toll free] 1-866-448-4100** with any questions you may have.